

# STAFFORD COUNTY SCHOOL BOARD

## Agenda Consideration

**TOPIC:** Facility Assessment Update

**ITEM NO.:** 4D

**PREPARED BY:** Kristina Walters,  
Facilities Assessment  
Engineer

Scott Horan,  
Executive Director  
Planning & Construction

Andre' A. Nougaret,  
Assistant Superintendent  
for Support Services

**MEETING:** December 13, 2005

**ACTION DATE:** N/A

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**ACTION REQUESTED BY THE SUPERINTENDENT:** That the School Board receive for information an update on the SCPS Facilities Assessment Program.

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### KEY POINTS:

1. The Facilities Assessment Program is designed to document the current condition of the district's facilities. The Program identifies deficiencies (including current standards and code non-compliance issues), parity between like facilities, programmatic upgrades, and physical plant adaptation. Facilities Assessment Programs are typically baselined with a large upfront data gathering effort and then the resultant database is maintained and facility conditions are re-assessed on an ongoing basis. Data obtained is used to direct maintenance actions with in-house maintenance resources and to develop repair/maintenance contract projects. The primary functions of a facilities assessment program are:

- a. Identification of facility condition exemplars and deficiencies.
- b. Classification and prioritization of facility condition deficiencies.
- c. Recommendation of corrective actions for all facility condition deficiencies.
- d. Provision of cost estimates for corrective action.

2. SCPS initiated a facilities assessment program in 2000/2001. This assessment produced a list of corrective actions for a number of the facilities in the school division's physical plant inventory. The assessment utilized in-house personnel and the end product identified a list of recommendations to be executed by our Maintenance/Operations Department, School Plant Engineers, and for projects that required engineering and contracting effort, the Planning and Construction Department. The scope of this effort was relatively small, was not comprehensive, and did not include the entire school division's physical plant inventory. The program became dormant in 2003 due to personnel changes.

3. In the winter of 2004-2005 staff developed a comprehensive plan to resurrect the facilities assessment program and put in place the adequate tools and resources needed to ensure a viable, long-term and robust effort. In 2005 the program requirements were validated and supported by the Gibson Efficiency Study and the Citizens' Advisory Committee for Long

Range Planning. As part of the FY06 budget, School Board approved funding for the Facilities Assessment Engineer position and funds to initiate the assessments. In October 2005, Mrs. Kristina Walters was hired as the Facilities Assessment Engineer.

4. The Facilities Assessment Engineer will manage all aspects of the assessment program to include maintaining the resultant data base, tracking completion of identified actions, developing project programming documents for future capital improvement efforts, leading each assessment, evaluating assessment reports and developing five year plans for each school/facility. Staff plans to utilize a professional consultant to execute the baseline assessments through a multi-year contract. Baseline assessments are conducted by a team of specialized engineers and technicians. The timeline established to initiate and complete the baseline assessment is as follows:

- a. January 2006 – Advertise RFP
- b. March 2006 – Award Multi-Year Assessment Contract
- c. April 2006 – Begin Baseline Assessments
- d. 2008 – Complete Baseline Assessments

Staff plans to assess as many schools per year as funding allows. Staff estimates completing from 4-7 schools/facilities per year. Assessments are planned to start with our older schools/facilities and finish with those schools/facilities most recently constructed. Recommendations and deficiencies from each assessment will be addressed immediately by maintenance personnel or by programming a design/construction project into the CIP/annual budget submission. Facility Assessments are currently under way at Grafton Village and Falmouth Elementary Schools and will be used to define the project scope for the proposed renovation projects identified in the CIP for FY07/08.

**SCHOOL BOARD GOAL: #5** - Provide facilities that promote student learning and community support

**#7** - Provide school environments where teachers are safe to teach and students are safe to learn.

**FUNDING SOURCE:** FY2006 Annual Operating Funds

**AUTHORIZATION REFERENCE:** N/A